

VERMONT 21ST CENTURY COMMUNITY LEARNING CENTERS



Grant Amendment Requirements

An amendment to an original application is required under the following circumstances for VT 21st CCLC grantees:

- A budget shift of more than 10% between original grant budget lines is needed
- Major structural changes in program or staffing is contemplated
- The end of a grant year is finishing and the next year's award amount is requested

Grant Amendment Format

- State the original design as written in the funded CCLC application
- Describe and justify the proposed changes to the design
- Include a budget that includes an original budget and the adjusted budget
- Requests to expend "carryover" funds will not be approved except in exceptional circumstances.
- Be sure the amendment includes the signature of the Superintendent or Chief Executive Officer
- If an amendment submission coincides with a progress or performance report, the amendment can be embedded in the report
- E-mail your amendment to ehaggett@doe.state.vt.us